

DEPARTMENT OF STATE  
Office of Security

OFFICE LETTER NO. D-73/15

DATE: November 19, 1973

TO : Regional Security Supervisors  
Regional Security Officers  
Security Officers (Technical)

FROM : Deputy Assistant Secretary for Security *[Signature]*

SUBJECT: Security Survey Format: Compliance with  
E.O. 11652

SY 2-2 XRef: CR-16-3

There is attached a revised Section III, Procedural Security of the Security Survey Format transmitted by Office Letter D-67/43. The revision, prepared by the Procedural Branch, SY/DO, brings the 5 FAM 900 references of the survey format into consonance with the references cited in the Uniform State/AID/USIA Security Regulations, (Excerpts from 5 FAM 900) published in September 1972. That edition of the Physical and Procedural Security Regulations was published to implement E.O. 11652 "Classification and Declassification of National Security Information and Material" which, in March 1972, superseded E.O. 10501.

Executive Order 11652 also levied upon the Department the responsibility to monitor our implementation procedures concerning general classification requirements of the Order. The Office of Security in fulfilling its responsibilities in this regard has added a new subsection "E" to Section III of the Security Survey Format with an appropriate check list and current 5 FAM 900 citations.

Effective immediately the revised format of Section III, Procedural Security shall be used when conducting comprehensive and supplemental security surveys.

Attachment: Revised Section III, Procedural Security  
of the Security Survey Format.

CLASSIFICATION

E. General Classification Requirements

<u>Subject</u>	<u>References</u>	<u>YES</u>	<u>NO</u>
a. Original classifying Authority List and Quarterly Report	5 FAM 912.3		
b. Identifying Classifier of Documents	5 FAM 913.2		
c. General Declassification Requirements	5 FAM 922.1		
d. Exemptions from General Declassification Schedule	5 FAM 924		
e. Marking of Documents	5 FAM 931 5 FAM 934 Department Airgram A-905 of 1/31/73		
f. Are Personnel made aware of their responsibilities for reporting a compromise or suspected compromise of classified information or material	5 FAM 965		

CLASSIFICATION



# *Department Notice*

April 17, 1973

TO ALL EMPLOYEES

## Classification Abuses (E.O. 11652)

As noted in the President's Press release of March 8, 1972:

"Of critical importance to the effectiveness of Executive Order 11652 is the administrative machinery designed to ensure its provisions are not allowed to become mere meaningless exhortations."

Section 13 of the Order makes provision for administrative sanctions for employees who unnecessarily classify or over classify information or material. The Interagency Classification Review Committee (ICRC), which monitors the implementation of the Executive Order for the National Security Council, has interpreted Section 13 to mean "...an unnecessary classification, an over or under classification, or failure to assign the proper downgrading and declassification schedule, or improper application of classification markings." The requirement for administrative action against personnel committing classification abuses as set forth in the Executive Order is codified in Section 994.5 of 5 FAM.

The Department has been monitoring incoming and outgoing correspondence for possible classification abuses. However, future monitoring will be expanded to include the broader definition of classification abuses offered by the ICRC. In the future, classification abuses discovered by this monitoring procedure will be reported to the ICRC together with the name of the violator. Personnel guilty of repeated classification abuses will be subject to appropriate administrative disciplinary action.

Classification abuses will be handled separate and apart from, and in addition to, the traditional violations program. Employees allegedly guilty of classification abuses will be given written notice and an opportunity to respond. More detailed procedures for handling this type of violation are being developed, and will be available in the near future.